

# Candidate Campaign Committee 2014 Reporting Schedule

Candidate Committees Whose Office is Not on the Ballot in 2014:		
Activity Beginning	Activity Ending	Report Due
January 1, 2014	June 30, 2014	July 15, 2014
July 1, 2014	December 31, 2014	January 15, 2015
Candidate Committee Whose Office is on the Ballot on November 4, 2014:		
Activity Beginning	Activity Ending	Report Due
January 1, 2014	March 31, 2014	April 15, 2014
April 1, 2014	May 28, 2014	June 2, 2014
May 29, 2014	June 30, 2014	July 15, 2014
July 1, 2014	August 31, 2014	September 15, 2014
September 1, 2014	September 30, 2014	October 15, 2014
October 1, 2014	October 22, 2014	October 27, 2014
October 23, 2014	November 27, 2014	December 4, 2014
November 28, 2014	December 31, 2014	January 15, 2015
Large Pre-Election Contribution reporting for candidates participating in a Primary election begins <b>May 29</b> .		
Large Pre-Election Contribution reporting for the General Election begins <b>October 23</b> .		
Candidate Committee Whose Office is on the Ballot on May 6, 2014:		
Activity Beginning	Activity Ending	Report Due
January 1, 2014	March 31, 2014	April 15, 2014
April 1, 2014	April 25, 2014	April 28, 2014
April 26, 2014	June 10, 2013	June 16, 2014
June 11, 2014	June 30, 2013	July 15, 2014
July 1, 2014	December 31, 2014	January 15, 2015
Large Pre Election Contribution reporting for the May General begins <b>April 24<sup>th</sup></b> .		
Candidates on the Ballot for a Special Election in 2014*:		
Activity Beginning	Activity Ending	Report Due
Inception	11 days Before Special Election	Eight Days <u>Before</u> Special Election
10 Days Before Special Election	30 Days After Special Election	30 Days <u>After</u> Special Election
Large Pre Election Contribution reporting for Special Elections begin <b>11 days prior to the election</b> .		

\*Only applies to special elections held on a day other than a General Election.

## Which Schedule Should I Follow?

- ✓ Follow the November Schedule if your office is up for election in November. Follow the May Schedule if your office is up for election in May. Follow the Special Schedule if your office is up for election on a day other than the May/November General Election date. Candidate campaign committees who have not filed a final report and are reporting in a successive election cycle must follow the reporting schedule for the office in which they are registered, **EVEN IF THE CANDIDATE DOES NOT INTEND TO PARTICIPATE IN THAT ELECTION OR IS NOT ON THE BALLOT.** (§ 24.2-947.6; § 24.2-947.7; § 24.2-947.8)

## Where to file Campaign Finance Reports (§ 24.2-947.5):

- ✓ General Assembly and Statewide candidates who file electronically must file with the State Board of Elections **only**.
- ✓ General Assembly candidates who file on paper file the original report with the State Board of Elections (see regulation below) and a copy with the Electoral Board in the county or city of the candidate's residence.

### **1VAC20-90-20. Filing Fee.**

This regulation requires all General Assembly members which file their campaign finance reports on paper with the State Board of Elections to pay a \$25 administrative fee per report filed (to include large pre-election contribution reports). The payment is due by the deadline for filing the report. Indigent committees may request a waiver from the State Board of Elections.

- ✓ Candidates for local offices and shared constitutional offices, which file reports electronically, file with SBE **only**. Paper filers file with the Electoral Board in the county or city of the candidate's residence.

- **NOTE: Reports cannot be faxed to the locality in order to make the deadline.**

## When to File Regular Campaign Finance Reports:

- ✓ Electronic filers must file with the State Board of Elections by 5pm on the day of the deadline.
- ✓ Paper filers who are required to file with the State Board of Elections must submit their reports by 5pm on the day of the deadline. Postmarked dates are acceptable provided that a facsimile of the report is received by SBE by 5pm on the day of the deadline.
- ✓ Local candidates who file on paper must submit their report by close of business on the day of the deadline.

**Large Pre-Election Contribution Reports (§ 24.2-947.9):**

A Large Pre-Election Contribution report is required to be filed by a candidate's campaign committee if they receive a direct contribution, in-kind contribution or a loan if the contribution or loan amount is:

- ✓ \$5,000 or more if a candidate for Statewide office; or
- ✓ \$1,000 or more if a candidates for the General Assembly; or
- ✓ \$500 or more if a candidate for any other office

and the contribution or loan is received by the campaign committee between:

- ✓ the 12<sup>th</sup> day preceding any nominating event and the date of the nominating event unless the candidate is running unopposed for the nomination; or
- ✓ the 12<sup>th</sup> day preceding a November election and the election date; or
- ✓ the 11th day preceding any other election in which the individual is a candidate and the Election Day.

**Nominating Events**

- ✓ A Large Pre-Election Report is not required if the candidate for the nomination is or has become, by virtue of withdrawal of the opponent(s), running unopposed for the nomination.
- ✓ Nominating events include, but are not limited to, primary, caucus, mass meeting, or other event at which the party's nomination shall be finally determined or an event at which delegates are chosen who pledge their support of a specified candidate on a ballot at a subsequent convention.

**When to File Large Pre-Election Contributions**

- ✓ Large Pre-Election Contribution reports are due no later than 5:00 pm on the next day after the committee has received the contribution.
- ✓ If the large pre-election contribution is received on a Saturday, then the report is not due until 5:00pm on the Monday immediately following the Saturday.
- ✓ If the large pre-election contribution is received on the day before the election, then the report is due on that day.

**Where to File Large Pre-Election Contributions**

- ✓ Statewide candidates must report Large Pre-election contributions electronically through the SBE website only (faxes are not permitted).
- ✓ General Assembly candidates, who report their regular campaign finance reports electronically, shall report their Large Pre-Election contributions electronically on SBE's website with SBE only.
- ✓ General Assembly candidates, who report their regular campaign finance reports on paper, shall report their Large Pre-election contributions in writing by fax with SBE. An original, signed copy must also be sent to the State Board and the Electoral Board in the county or city of the candidate's residence and must be postmarked no later than the day after the contribution is received (see regulation on fee applied to paper filers above).
- ✓ Candidates for local offices file Large Pre-Election contributions in writing with their county or city Electoral Board only. Faxed copies are **NOT** acceptable in order to meet the deadline. An original, signed copy must be submitted to the local electoral board in person.
- ✓ Candidates for shared constitutional offices file Large Pre-Election Contributions in writing **ONLY** with the county or city Electoral Board where the candidate resides. Faxed copies are **NOT** acceptable in order to meet the deadline. An original, signed copy must also be sent to the local electoral board and must be postmarked no more than 24 hours after the contribution is received.

**Independent Expenditure Reports (§ 24.2-945.2):**

An Independent Expenditure is an expenditure made by a candidate campaign committee (i) that is not related to the candidate's own campaign and (ii) that is not made to, controlled by, coordinated with, or made with the authorization of a different candidate, his campaign committee, or an agent of that candidate or his campaign committee.

An Independent Expenditure report is required if the campaign committee makes independent expenditures that support, oppose or benefit a different candidate, in excess of \$1,000 or more to a candidate for statewide office or in excess of \$200 or more to any other candidate in the aggregate during an election cycle.

**When to File Independent Expenditure Reports**

Independent Expenditure reports are due within 24 hours after the committee has made the expenditure or when the advertisement supporting or opposing the clearly identified candidate is disseminated, whichever is first.

**Where to File Independent Expenditure Reports**

- ✓ The Independent Expenditure report is to be filed with the State Board of Elections if the candidate(s) supported or opposed is a candidate for statewide office or the General Assembly.
- ✓ If the candidate supported or opposed is a candidate for local or constitutional office, then the Independent Expenditure report must be filed with the Electoral Board of that county or city.
- ✓ In cases where multiple candidates are supported or opposed in multiple localities, one report must be filed with the county or city Electoral Board in the residence of each candidate which is supported or opposed.
- ✓ Independent Expenditure Reports must be filed on paper and can be faxed to the appropriate office to meet the deadline with an original, signed copy sent and postmarked within 24 hours after the funds are expended.

**Please visit our web site at [www.sbe.virginia.gov](http://www.sbe.virginia.gov) or contact the Campaign Finance Division at (804) 864-8901 or 1-800-552-9745 or by email at [cfda@sbe.virginia.gov](mailto:cfda@sbe.virginia.gov) if you have any questions.**